



MIAMI BEACH

BUILDING DEPARTMENT

1700 Convention Center Drive, 2nd Floor
Miami Beach, FL, 33139

**CHANGE OF CONTRACTOR
(INSTRUCTION SHEET)**

From **General Contractor** to **Owner-Builder**

NOT WILLING

Use this packet if the General Contractor is
NOT WILLING to provide a letter of withdrawal

DOCUMENTS REQUIRED:

1. **WORK PERMIT APPLICATION** Signed By Property Owner – As Owner-Builder
2. **CHANGE OF CONTRACTOR HOLD HARMLESS FORM**
3. Signed and notarized by the Owner on both pages
2. **Letter from the Property Owner to the existing contractor of record** notifying him that he has been terminated from the job. A copy of the letter along with proof that the contractor received this letter, either *via-certified return receipt*, *courier*, *hand-delivered*, etc., must be provided to the Building Department.
3. **Check** payable to The **City Of Miami Beach** in the amount of :
 - A. If work has taken place the amount for a change of contractor is \$150.00.
 - B. If no work has taken place the amount for a change of contractor is \$115.00.

Change of Contractor transferring permit

FROM:

General Contractor who has left the job and is NOT willing to provide a letter.

TO:

Property owner who will take over the permit as an **OWNER-BUILDER**

SAMPLE LETTER
FROM PROPERTY OWNER TO GENERAL CONTRACTOR

DATE

XYZ General Contractor
ATTN: Qualifier
123 Main Street
Anywhere, USA 12345

I, _____, property owner of _____ (address),
am notifying you that your services are hereby terminated from our project / permit
number_____.

You are being terminated because:

You are no longer authorized to come onto my property.

Owner's Signature

Printed Name

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed before me this _____ day of _____, 2008 by:

Printed Name of Owner

[] Personally known to me; or [] Produced Identification _____

Signature of Notary Public

(Seal)

If the letter is going to be hand-delivered to the General Contractor, the General Contractor needs to fill out below.

Received by: Signature

Date

Printed Name



MIAMIBEACH

BUILDING DEPARTMENT

1700 Convention Center Drive, 2nd Floor
Miami Beach, FL, 33139

Change of Contractor Hold Harmless

Re: Property located at _____

To whom it may concern:

As legal owner of subject property, I request a change of contractor for permit number _____ issued to _____ (name of previous permit holder) whose mailing address is _____. The permit was issued on _____ (date permit was issued). I am requesting a change of contractor for the following reason:

I no longer authorize the previous permit holder to proceed with the work covered by the permit.

I hereby apply as Owner-Builder [F.S. 489.103(7) as defined]

I, the Property Owner, agree to hold the City of Miami Beach Building Department, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the change of contractor on of the existing permit. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.

Very Truly Yours,

Owner's Signature

The person, whose signature is above, deposes that he/she is the legal owner of the above property.

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed before me this _____ day of _____, 2008 by:

Printed Name of Applicant

[] Personally known to me; or [] Produced Identification _____

Signature of Notary Public

(Seal)

Change of Contractor Hold Harmless (cont'd)

Re: Property located at _____

Permit Number _____

I, the Property Owner acting as my own contractor as an OWNER-BUILDER, agree to hold the City of Miami Beach Building Department, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the Change of Contractor on the existing permit. I further assume responsibility for the entire scope of the permitted work; specifically all work completed and work to be completed. I assume responsibility for the correction, if required, of work performed under the permit for which I am requesting a change of contractor. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.

Very Truly Yours,

Owner's Signature

The person, whose signature is above, deposes that he/she is the legal owner of the above property.

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed before me this _____ day of _____, 2008 by:

Printed Name of Applicant

[] Personally known to me; or [] Produced Identification _____

Signature of Notary Public

(Seal)